

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

03-4-126

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>DISTRICT/DIVISION/OFFICE</b> D3 – North Region Division of Engineering Engineering Mgmt/Data Mgmt – Unit 0265	
<b>WORKING TITLE</b> Project Management Data Administrator	<b>POSITION NUMBER</b> 903-200-5393-xxx	<b>EFFECTIVE DATE</b> January 2014

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under direction of the Project Office Data Management Chief, a Staff Services Manager I, incumbent will be the focal point for Project Functional Managers, Project Managers, and Management on Workload Development and Reports. Regular and punctual attendance is required. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% (E)	Manage, maintain and extract data files from various sources to develop resource allocation reports for workload analysis. Develops workload distribution reports; analyzes the data to identify under or over resourced projects and inconsistencies in project work plans for functional managers and management in the North Region (NR). Report generation and analysis; works with NR managers to identify needs and coordinate information to develop new reports. Responsible to analyze and validate the integrity of the data utilized in the new formats.
25% (E)	Develop processes and procedures for collecting project information from project managers and functional managers for reporting, both standard and ad-hoc reports, using information in Project Resourcing and Schedule Management (PRSM), Project Management Control System (PMCS), Enterprise Resource Planning Infrastructure (E-FIS), California Transportation Improvement Program System (CTIPS) and other databases as the data source. Maintain a regional database for report generation and analysis.
25% (E)	Develop and maintain a training plan for PRSM Implementation for the North Region Divisions. Ensure all training requirements for Project Managers and Functional Managers are met. Develop training modules for Project Management utilizing PRSM. Must be a subject matter expert on the Project Management Business Processes and Tools. The incumbent will also assist with the PRSM Support Desk, which consists of receiving

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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reports of problems/inquiries from PRSM users throughout the North Region. These reports may be by telephone, e-mail, or from walk-in traffic; categorizing the reports by problem type; resolving the problem by talking to the user, analyzing the problem, searching reference material on the subject, recommending a course of action and verbally walking the user through the solution; make entries into the resolution tracking systems detailing the problem, resolution and follow-up actions required; and follow-up on unresolved and pending problems.

- 5% (M) In support of, and in coordination with the Project Managers, assist in the preparation, modification, and maintenance of project work plans and templates utilizing Critical Path Method (CPM) techniques in the PRSM application. Participate in the review, analysis, and evaluation of expenditure data; recommend allocation adjustments to Project Managers; research and respond to project schedule adjustments, incorrect charging practices, and direct or re-direct resources to accomplish project deliveries.

***SUPERVISION EXERCISED OVER OTHERS***

This position carries no supervisory responsibilities.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The position requires an individual with hands-on experience in report development and tracking procedures. As such, must have knowledge of CPM practices for project scheduling and control; the Caltrans project management process; and the Caltrans project development process including activities that are required to develop a project. Incumbent should possess knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans project managers, functional managers and existing project related information systems. Ability to make decisions based on facts, data, formulas, calculations, and reports.

The employee is required to possess the ability to understand basic concepts of computer hardware and software needed to support Data Management in the North Region. Incumbent must be proficient with Excel and File Maker Pro. Incumbent must be able to analyze related operations activities to determine appropriate recommendations to various users performing operations in the North Region. Must be able to analyze and escalate project management process issues. The incumbent must be able to effectively communicate with the project managers and Project Support Unit.

Technical accountability for work product and decisions is expected. The incumbent is responsible for maintaining a working knowledge of products and technologies currently deployed by the Department.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Inaccuracies in analysis of data may negatively impact the Department's ability to maintain accurate information on its projects and could result in lost opportunity for the Department to improve project management processes and systems. This will result in the inability of management to access information related to capital projects; a potential failure in improving project delivery control and performance; and a loss of credibility with the Legislature, California Transportation Commission, and various control agencies.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**PUBLIC AND INTERNAL CONTACTS**

This position interacts with Headquarters and Regional management staff and internal technical staff to keep the District systems on-line. This position also interacts with other State, Federal and local agencies in coordinating network access and communications.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

In terms of physical requirements, the incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

In terms of mental requirements, the incumbent must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

In terms of emotional requirements, the incumbent must; be able to value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect.

**WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting using a personal computer. Employee may be required to travel for training or meetings.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE